



# SIGN PERMIT APPLICATION

400 N Mill St  
PO Box 229  
Colfax, WA 99111  
(509) 397-3861  
Fax: (509) 397-3044

PERMIT No.  
**#20 - \_\_\_\_\_**

\*PLEASE SEE INSTRUCTIONS ON BACK OF THIS PAGE\*

**Section 1 Owner Information**

1. Project address: \_\_\_\_\_ 2. Owner's address: \_\_\_\_\_  
 3. Property owner: \_\_\_\_\_ 4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 5. Phone #: \_\_\_\_\_ 6. Property Zoning Designation : \_\_\_\_\_

**Section 2 Contractor Information**

1. Building Cont.: \_\_\_\_\_ Lic #: \_\_\_\_\_ Ph #: \_\_\_\_\_  
 5. Engineering: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Section 3 Description of Sign**

**Type of sign:**

**Electric Sign?** (Note: If yes, electrical permit is required by WA State Department of Labor and Industries)

**Description of Work** (including size, height, location):

**\*\* PLEASE ATTACH PLANS, DIAGRAMS, AND ANY PHOTO SIMULATIONS TO THIS APPLICATION \*\***

**Section 4 Permit Fee**

Permit Fee: \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

Type of Sign	Permit Fee
Wall Mounted	\$50
Pole Mounted	\$100

**By typing name on Applicant's Signature, I certify no work will be done except as described above or on accompanying plans. All work will be performed in compliance with all codes and ordinances of the City of Colfax and as summarized in this permit.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by:

**Section 5 For Department Use Only**

Permit Approved? \_\_\_ Yes \_\_\_ No (Comment \_\_\_\_\_)

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Inspection	Required	Approval Date	Inspector Sign-off
Footings	Yes No		
Attachment & Anchoring	Yes No		
Final	Yes No		

# **SIGN PERMIT PROCEDURE**

## **SUBMITTAL REQUIREMENTS**

1. A completed "SIGN PERMIT APPLICATION", including legal description\* (one application for each sign).
2. For all FREESTANDING SIGNS, ROOF SIGNS & PROJECTING SIGNS:
  - A. Construction drawing of the sign bearing the seal of an architect or engineer licensed by the State of Washington verifying that structural members and supports are capable of withstanding all applicable loads  
The Drawing must include:
    - i. HEIGHT of sign
    - ii. DETAILS & DIMENSIONS of all structural and nonstructural members to include sign supports
    - iii. DETAILS & DIMENSIONS of foundations and footing members
    - iv. ADVERTISING AREA of all sign facades
  - B. Complete site drawing TO SCALE that MUST include:
    - i. LOCATION of proposed sign and SETBACK DISTANCES from sign supports to property lines fronting on a street
    - ii. LINEAR FEET street frontage dimensions
    - iii. LOCATIONS of all existing FREESTANDING signs on the same property
    - iv. LOCATIONS of ALL easements and/or utility lines within twenty feet of the proposed sign location
3. For all WALL and AWNING\* SIGNS
  - A. Construction drawing of the sign. The drawing MUST include:
    - i. DETAILS & DIMENSIONS of structural and nonstructural methods of attachment or anchoring to the building
    - ii. ADVERTISING AREA of the sign
  - B. A drawing or photograph of the building façade that MUST include:
    - i. DIMENSIONS of the façade
    - ii. LOCATIONS and SIZES of all other signs on the building.
4. SIGN PERMIT FEE (paid at the time of permit issuance):
  - A. Wall Mounted Sign (\$45)
  - B. Pole Mounted Sign (\$65)
5. Electrical Permits
  - A. Electrical signs must be permitted in accordance with all applicable codes. Please contact the Washington State Department of Labor and Industries regarding electrical permits
    - *WA State Department of Labor and Industries*  
*1250 Bishop Blvd SE, Suite G*  
*Pullman WA 99163*  
*Tel: 509-334-5296*